

MINUTES
SOUTH FLORIDA WATER MANAGEMENT DISTRICT
Human Resources and Outreach Committee (HRO)
B1 Auditorium, 3301 Gun Club Road, West Palm Beach, FL 33406
Wednesday, August 8, 2007

Attendees:

Eric Buermann
Nicolas Gutierrez – Chairman
Patrick Rooney, Jr.

Charles Dauray
Melissa Meeker

1. Call to Order

Chair Gutierrez called the meeting to order at 10:30 a.m.

2. Agenda Changes/Additions/Deletions

There were no changes to the agenda.

Chair Gutierrez nominated Melissa Meeker as Vice Chairman. Motion was made by Mr. Rooney to appoint Melissa Meeker as Vice Chairman, motion seconded by Ms. Meeker. Vote called and the motion unanimously passed.

3. Approval of March, 2007 minutes

After discussion, motion was made by Mr. Rooney to approve the March, 2007 minutes, motion seconded by Melissa Meeker. Vote called and the motion was unanimously passed.

4. Human Resources Committee Organizational Issues (Dates, Time, Place, Frequency of Meetings) & Approval of Human Resources Committee Draft Charter – Nicholas Gutierrez, Chairman and Lourdes Ramos, Director, Human Resources Solution [HR Committee charter resolution 08HRC \(2\).doc](#)

Chair Gutierrez gave a background on this Committee, and explained the “Outreach” functions to the Committee. Ms. Ramos pointed out the District staffs’ involvement with other agencies and communities and their role in the education of the public.

Chair Gutierrez indicated that the outreach efforts to outside agencies, communities and individuals is a very important part of the District’s role in

the communities. Rather than creating a separate committee, Chair Gutierrez recommended maintaining Outreach with the Human Resources and Outreach Committee. The Committee reviewed the charter and discussed keeping the outreach function.

Ms. Meeker made a motion to affirm the Committee's current charter with no changes. Mr. Rooney seconded and the motion passed unanimously.

5. HR Solutions initiatives for FY 2007 – Highlights – Lourdes Ramos, Director, Human Resources Solution [HRCComm 2007 Highlights.doc](#)

For the Committee, Ms. Ramos discussed SAP implementation, the dedication of staff over the last 2 years in implementing the SAP modules including the recruitment module. Ms. Ramos also discussed that while the District currently has a relatively low vacancy rate; the challenges of recruiting and retaining quality staff remain. Currently the District is authorized 1,784 positions and last year Operations and Maintenance was approved for 13 new positions specifically tied to the Everglades Restoration (Acceler8) projects.

Tom Olliff, the District's Assistant Executive Director, addressed outsourcing, contractor performance and the staff required to monitor contractors. A staffing report is in progress to focus on the costs of outsourcing versus the costs of performing the work in-house. In answer to questions posed, Mr. Olliff touched on the process to increase the number of full-time positions.

Ms. Ramos shared the programs and procedures approved by the Governing Board last year to assist in the resolution of recruitment and retention issues. Mr. Olliff added information on the periodic reviews of positions to remain competitive in the market.

Ms. Ramos shared information regarding a new pilot program offering supervisory skills development for employees moving into supervisory positions and ongoing Ethics and Sunshine Law training for new employees and refresher programs for existing staff that is conducted by our Office of Counsel staff.

Ms. Ramos touched on the excellent job the Employee Committee does year-round on employee activities and how important those activities are for maintaining high employee morale. She shared information regarding the Career Fair held by the District last November and that 16 new hires resulted from the Fair at a lower "cost per hire."

Ms. Meeker questioned the impact of the funds rollback and Ms. Ramos informed the Committee that programs such as the intern program will have to be scaled back. Ms. Turnquest, Deputy Executive Director, Corporate Resources, mentioned that training and travel dollars were cut back 40% for FY 2008.

A discussion of the frequency of these Committee meetings was discussed and Chair Gutierrez recommended maintaining quarterly meetings and when necessary, special meetings could be scheduled.

6. District Performance Management Overview - Alex Perez, Director, Enterprise Project Management Division
[Performance Mgmt Overview.ppt](#)

The presentation of the District Performance Management program by Mr. Perez provided an overview of implementation of the program, new programs being created under DPM and the program's upcoming milestones. Discussion focused on incentives in performance plans and putting recognition programs in place.

Sandra Turnquest commented on the recent review of the Human Resources policies and procedures and indicated that staff were available to assist them in any way they could. Ms. Turnquest will provide a diversity representation report at the next Committee meeting.

Ms. Wehle and Mr. Olliff assured the Committee that staff is kept well informed of committee discussions, policies, etc. Ms. Wehle invited the Committee to attend staff functions.

Mr. Dauray requested prior copies of Freddie's Flash and congratulated those staff that put it together.

Chair Gutierrez opened a discussion on the importance of maintaining a liaison between the service centers and headquarters and the importance of fully utilizing service center staff. Ms. Wehle agreed and discussed policy making decisions and that application of those decisions must be evenly applied.

Mr. Buerman expressed his desire that the District not suppress creativity of staff and encourage thinking outside the box and be receptive to listening to those thoughts.

7. Conflict Resolution Training Pilot – Carolyn Williams, District Ombudsman [OCS HR Cmte Summary.doc](#)

This item was deferred.

Committee Comments

The Committee would like a briefing on current water conservation outreach efforts, what are other agencies doing and bringing other resources together. It was suggested by Ms. Wehle that this report be provided sooner than the next quarterly Human Resources and Outreach Committee meeting and that it would be provided in an upcoming board meeting.

Chair Gutierrez stated that the Committee is looking to staff to set the date of the next quarterly meeting and handle any logistics.

Adjourn

Chair Gutierrez adjourned the meeting at 11:48 a.m.

Nicholas Gutierrez, Chairman
Human Resources and Outreach Committee